

May 27, 2011

To: Executive Board

Subject: **Request to Issue RFP – Fleet Maintenance Audits (RFP No. 11-056)**

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### **Recommendation**

Authorize the Executive Director to issue Request for Proposals (RFP) No. 11-056 for transit maintenance review audit services for an initial term of three years with two one-year options.

### **Analysis**

Foothill Transit regularly conducts maintenance audits of its buses utilizing an independent consultant. Each audit includes a physical inspection of the buses and a review of maintenance records. The regular audits are normally conducted quarterly. Foothill Transit also conducts a full inspection of all contractor vehicles when a contract period ends. The "turnover" audit includes a complete inspection of vehicle conditions and maintenance documentation, followed by a re-inspection to verify that previously identified required repairs are completed, before a new contractor begins to operate service.

Foothill Transit's current agreement with Transit Maintenance Consultants is a three year contract, beginning in July 2007, with two one year options. The first option year was executed in 2010 extending the contract through June this year, Transit Maintenance Consultants informed Foothill Transit that they are unable to fulfill the second option year. Therefore a new contract is required for these services.

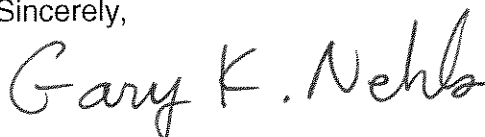
Foothill Transit is seeking to retain a qualified firm to conduct regular maintenance audits and also to complete "turnover" audits, as needed. A minimum of four regular audits each year will be conducted, with thirty buses inspected at each location in each audit. This result is the regular annual inspection of approximately 80 percent of the Foothill Transit fleet. "Turnover" audits may also be required during the term of the contract and the RFP will include an option to conduct turnover audits, should they be needed.

The proposed term of the contract would be three years plus two one-year options.

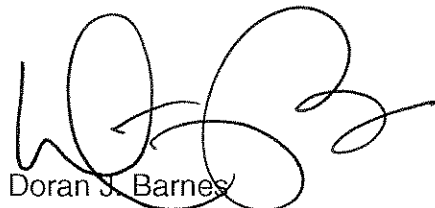
### **Budget Impact**

Funds are included in the approved FY 2012 Business Plan and will be included in future year plans.

Sincerely,



Gary K. Nehls  
Director of Procurement



Doran J. Barnes  
Executive Director